



**State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing**



SPECIAL ONE DAY / BEER FESTIVAL / WINE FESTIVAL / AUCTION INSTRUCTION SHEET

A copy of all items from this instruction sheet must be forwarded with application package in order to avoid delay in licensing processing.

License package MUST BE RECEIVED A MINIMUM OF 15 DAYS PRIOR TO EVENT DATE

SPECIAL ONE DAY

- Complete all applicable information on the application
- Officer Of Non-Profit Organization **MUST** sign the application
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to event (see 2nd page form L-003)
- Wholesale Distributors are your source for beverages to be supplied. Liquor and wine are purchased at State Stores with your liquor license number
- Control of Premise: **LEASE or RENTAL AGREEMENT** – If Needed (If question on residential zoning call headquarters for advice and requirements needed)
- Letter from Non-Profit signed by a corporate officer designating the person who is allowed to represent the Non-Profit organization for the event
- List of Servers Form (L-023b)
- Proof of non-profit status from both the NH Secretary of State (Good Standing)
- IRS proof of non-profit status Form (501c3 from Internal Revenue Service)

*Once application pkg is complete make check payable to **NHLC FEE: \$25 processing fee plus \$100.00 PER DAY***

BEER FESTIVAL

- Complete all applicable information on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit/Corp Officer/LLC Member-Manager/Partner/Owner who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to event (see 2nd page form L-003)
- Wholesale Distributors are your source for beverages to be supplied
- Complete Temporary Registration for Beverage form (L032-a) if applicable
- Within 10 business days of the event **MUST** submit NH Bev Festival Additional Fees Due form (L-032b)

*Once application pkg is complete make check payable to **NHLC FEE: \$25 processing fee PLUS \$250 ONE DAY / \$350 TWO DAY / \$450 THREE DAY***

WINE FESTIVAL

- Complete all applicable information on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to the event
- Wines are purchased at State Stores or through the manufacturer with your liquor license number

*Once application pkg is complete make check payable to **NHLC FEE: \$25 processing fee PLUS \$250 ONE DAY / \$350 TWO DAY / \$450 THREE DAY***

ONE DAY AUCTION (Licensee shall hold only one auction of wines and liquor per year)

- Complete all applicable information on the application
- Person in charge of the event **MUST** be listed on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Supply an inventory of all products to be sold (form L-023d)
- Supply affidavit of Alcohol sold within 10 days after the sale/auction(form L-023e)

*Once application pkg is complete make check payable to **NHLC - FEE: \$25 License***

**Questions - Call Licensing Help Desk at (603) 271-3523
NHLC Division of Enforcement and Licensing
PO Box 1795, Concord NH 03302-1795**